

**ADMINISTRATIVE POLICY**  
**Fauquier County, Virginia**

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**Policy Title: e-Notification Usage**  
**Policy Number: AP-05**

**Effective Date: 1/01/05**  
**Supersedes Policy: N/A**

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**I. PURPOSE**

The County Administrator believes that it is in the best interest of the health, safety and welfare of the citizens of Fauquier County to be well informed about the workings of County government. The purpose of this policy is to ensure the utilization of current technology to provide electronic notification of public meetings and public service announcements to interested citizens.

**II. SCOPE**

This policy applies to all employees responsible for providing notice of public meetings and public service announcements.

**III. PROCEDURES**

- A. E-Notification shall be used as the primary method for providing notice of public meetings and public service announcements.
- B. It is the responsibility of the designated staff lead to post all public service announcements and notification of public meetings to interested citizens in a timely manner.
- C. Public meeting notices shall be posted in a timely manner in order to comply with the requirements of the Code of Virginia.
- D. Use of the e-notification system for public meeting notices shall not relieve committee staff leads of the responsibility of physically posting notices in designated areas.
- E. Information regarding e-notification system registration shall be posted on the Fauquier County web site.
- F. All employees wishing to receive timely public service announcements and/or notification of public meetings shall register for this service through the e-notification system.